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NPIC/TSSG/DED-1606-69
1 May 1969

MEMORANDUM FOR : Development & Engineering Division Personnel
SUBJECT : Standard Operating Procedure #1 (New Contract Initiation Procedure)

1. With the advent of [redacted] replacing [redacted] as NPIC Contracting Officer, we will be entering a period of more formalized contracting procedures.

2. One of these formalized procedures is the utilization of Form 2420. This form is designed to provide items of information pertaining to the procurement request addressed to the Procurement Division of the Office of Logistics and the Contracting Officer [redacted]. This form identifies the proposal going forward, provides budgetary identification numbers, and the certification of the Budget Officer that necessary funds are available. The form includes a brief description of the project along with the Project Officer's name and phone number. The item of major significance in this particular form is the justification for selecting a particular contractor. This is generally a simple process when the contract is on a follow-on contract or when a broad solicitation for proposals was made. The only difficulty arises when a sole source selection has been made. In these cases, a well-written, very logical justification must be written on the back side of the form.

3. A copy of Form 2420 along with a detailed description as to how to fill it out is contained on pages III-9 through III-14 of Part 3 of the Agency Project Officers' Manual.

4. A properly filled out smooth typed copy of this form should be forwarded as a standard part of the project approval package for any R&D projects forwarded from this date forward.

[redacted]
Chief, Development & Engineering Division, TSSG

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(1 May 69)

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